

## APPENDIX C

**Sample Standing Operating Procedures**

<i>CONTENTS</i>	<i>PAGE</i>
MAINTENANCE ANNEX TO ASB SOP (WARTIME) .....	C-1
SUPPLY AND SERVICES ANNEX TO ASB SOP (WARTIME) .....	C-3
HEALTH SERVICE SUPPORT ANNEX TO ASB SOP (WARTIME) .....	C-4

**The following three sample annexes to an ASB SOP provide guides for format and level of detail; they are not intended to be prescriptive.**

Annex \_\_\_\_\_ (Maintenance) to \_\_\_\_\_ ASB SOP (Wartime)

1. Purpose. To prescribe policies and procedures for maintenance operations during wartime. Procedures for a particular OPLAN will be published in the service support annex/paragraph of that plan.
2. Scope. Applicable to all customers and elements of \_\_\_\_\_ ASB.
3. General
  - a. Maintenance operations in the field follow standard maintenance procedures as fully as the tactical situation permits.
  - b. All maintenance is performed at the lowest level consistent with maintenance allocation charts in applicable TMs.
  - c. Maintenance teams and MSTs perform on-site repair as much as possible.
  - d. Urgent maintenance work orders are begun as soon as possible. Lower-priority MWOs are addressed as the tactical situation permits.
  - e. The aviation brigade commander determines the priority of a particular task force.
  - f. The aviation brigade S4 is the POC for all interservice and HNS maintenance operations.

#### 4. Responsibilities

a. \_\_\_\_\_ ASB provides DS maintenance for all organic and aviation brigade units and any other designated supported units except as noted below.

b. \_\_\_\_\_ MSB provides reinforcing DS maintenance.

c. \_\_\_\_\_ Signal Battalion provides DS maintenance for classified items.

#### 5. Battle Damage Assessment and Repair

a. All maintenance personnel and customers down to vehicle commanders will be familiar with the policies and procedures in TM 9-2350-276-BD.

b. All nonstandard repairs are noted on DD Form 1577. This tag is tied to the vehicle commander station. It stays there until standard repairs are made. If cannibalization is performed, a tag is attached to the cannibalized vehicle where the part was removed. The tag includes the nomenclature and NSN of the missing part.

c. Battalion commanders can authorize controlled substitution.

#### 6. Recovery and Evacuation

a. Battlefield recovery is a unit responsibility. Companies recover disabled vehicles to the first rearward terrain feature as soon as possible.

b. Vehicles that cannot be repaired by the crew or unit maintenance team within \_\_\_\_\_ hours are recovered to a unit maintenance collection point (UMCP).

c. Like-vehicle recovery is used whenever possible. Units should have one tow bar for every two vehicles.

Annex \_\_\_\_ (Supply and Services) to \_\_\_\_ ASB SOP (Wartime)

1. Purpose. To prescribe policies and procedures for supply and service operations during wartime. Procedures for a particular OPLAN will be published in the service support annex/paragraph of that plan.

2. Scope. Applicable to all customers and elements of \_\_\_\_ ASB.

3. General

a. Priority of issue is to units in contact, then to units farthest from the supply point.

b. Supply procedures in DA Pamphlet 710-2-1 are followed as fully as the tactical situation permits.

c. Only the aviation brigade commander has authority to suspend AR 710-2 accountability procedures.

d. Cross leveling of supplies is conducted at the lowest level possible.

4. Class I

a. Units maintain \_\_\_\_ days of MRE supplies on hand.

b. When the tactical situation permits, the ration cycle becomes T-MRE-T. Fresh fruit supplements are provided whenever available.

c. H&S CO, \_\_\_\_ ASB, operates the Class I point in the ASB area.

d. Ration quantities are based on personnel status reports.

e. Class I status report is submitted in accordance with format and procedures in Annex \_\_\_\_ (Reports).

5. Classes II and IV

a. Units maintain 10 days of supply.

b. H&S CO, \_\_\_\_ ASB, operates the Class II, III (packaged), IV, and VII point in the ASB area.

c. The supply point has very limited stockage of Classes II and IV on hand. Requests are normally passed to \_\_\_\_ DISCOM. Fill time is normally 24 hours or more.

Annex \_\_\_\_ (Health Service Support) to \_\_\_\_ ASB SOP (Wartime)

1. Purpose. To prescribe policies and procedures for HSS operations during wartime. Procedures for a particular OPLAN are published in the service support annex/paragraph of that plan.

2. Scope. Applicable to all supported elements.

3. General

a. C Co, \_\_\_\_ MSB, and C Co, \_\_\_\_ FSBs, are responsible for health service support on an area basis.

b. C Companies establish clearing stations in the DSA and BSA respectively.